

**OFFICE OF U.S. SENATOR LISA MURKOWSKI**  
**2022 HIGH SCHOOL INTERN COORDINATOR APPLICATION**

U. S. Senator Lisa Murkowski  
522 Hart Senate Office Building  
Washington, D.C. 20510-0203  
(202) 224-6665  
(202) 224-5301 – FAX

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**OVERVIEW**

U. S. Senator Murkowski's high school intern coordinator program is an opportunity for college students to intern in our Washington, D.C. office provide support to staff in the oversight of the high school intern program.

Two college level Intern Coordinators supervise the program and coordinate various planned events in and out of the office. College interns will live in a shared dormitory room and will help lead the day to day activities of the high school interns. We expect a significant level of maturity and professional responsibility from all of our college and high school interns. The ability to take direction and meet deadlines is key. **Please be aware that we have a zero tolerance policy for alcohol and drug use.**

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**WHO MAY APPLY**

U.S. Senator Murkowski's college intern coordinator positions are open to Alaskan college students who have completed their freshman year. Alaskan students attending college outside of Alaska may apply.

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**QUALIFICATIONS**

We are looking for independent and mature applicants who will take the initiative to make the most of their opportunity in Washington, D.C. College intern coordinators **MUST** be over 19 years of age.

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**WHEN**

The session for intern coordinators runs from May 30 – August 5, 2022.

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**ACTIVITIES**

Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for all interns.

Office activities include assisting the Intern Director with coordination of daily assignments, directing the attendance of hearings and committee business meetings, and accompanying the interns during their daily routine. Intern coordinators will act as chaperones in and out of the official office and will be expected to provide constant communication to the Intern Director.

College Intern Coordinators will accompany the high school interns to a number of committee hearings, educational tours and local events. Past events have included visits to the White House, The National Zoo, Smithsonian Museums, monuments and many more.

## **EXPENSES**

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The College Intern Coordinators will be housed in double rooms with kitchenettes in The Congressional, a property of Washington Student Intern Housing (WISH). College intern coordinators are responsible for providing their own bedding, including towels, sheets, pillows, and comforters. However, most furniture and dishes including pots, pans, plates, and utensils are provided.

WISH Housing has specific COVID-19 Protocols that will be provided for review to each college student. While in the program, all protocols must be agreed upon and adhered to. These guidelines are subject to change.

**College Intern Coordinators are responsible for the cost of housing.** Housing will cost \$1,590 for session one (quad occupancy) or \$2,120.00 (quad occupancy) for session two per intern for the session, payable by the interns **before** their arrival. While the housing is costly, the location of WISH and the kitchenettes lowers the daily expenses for the interns considerably.

### **Interns will be required to pay for transportation to and from Washington D.C.**

Travel plans will be coordinated with the intern director in U.S. Senator Murkowski's office.

A Metro DC subway card will be provided by the office to use for official tours. However, WISH housing is one block away from the Hart Senate Office so interns will walk to work. Transportation including but not limited to: Amtrak, Uber, Lyft, bike rentals, bus tickets, etc. will be the responsibility of the college intern. College interns can plan on spending approximately \$25/day on food. However, interns can significantly lower the cost of food by purchasing groceries and using the kitchenettes in their rooms.

## **SALARY**

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Interns will be paid a stipend of \$1,475 per two week period, for a total stipend of approximately \$2,950 for the full session, somewhat lower for the first session. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes.

The stipend is paid out of the office budget and will help defray costs incurred from housing and air travel. However, college interns must come financially prepared for their daily expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely on their paychecks.

## **ELIGIBILITY**

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All college interns are considered employees of the U.S. Senate and will be issued appropriate identification. In order to be eligible for employment by the U.S. Senate you must:

1. be a United States citizen; or
2. be lawfully admitted for permanent residence and is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Original government issued identification will be required upon hiring, such as U.S. Passport, Social Security Card, or Driver's License. No copies will be accepted per law. If you are not a U.S. citizen please contact U.S. Senator Murkowski's Washington D.C. office to verify your eligibility.

### **COVID-19 Protocols**

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The health and safety of young Alaskans is our highest priority. Students will be asked for their vaccination status and will be required to follow the offices guidelines that include adherence to CDC, Office of Attending Physician (OAP) and District of Columbia guidelines. The office will monitor and continuously update students on current guidelines as needed. These guidelines are subject to change.

### **HOW TO APPLY**

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The attached application must be received by 11:59p.m. (AKST) on Sunday, **March 13, 2022**. Online or faxed applications are preferred, due to the extensive mailing process in the U.S. Senate. **Any applications submitted past the deadline will not be considered.**

**U.S. Senator Lisa Murkowski**  
**Attn: Intern Director**  
**522 Hart Senate Office Building**  
**Washington, D.C. 20510-0203**  
**(202) 224-5301 (fax)**  
**[Angelina\\_Burney@murkowski.senate.gov](mailto:Angelina_Burney@murkowski.senate.gov)**

Applicants will be notified of selection in mid-April. Additional applications or information can be obtained from [www.murkowski.senate.gov](http://www.murkowski.senate.gov), or by calling U.S. Senator Murkowski's Washington, D.C. office at (202) 224-6665 (Attn: Intern Director, Angelina Burney).

**OFFICE OF SENATOR LISA MURKOWSKI  
2020 HIGH SCHOOL INTERN APPLICATION**

U.S. Senator Lisa Murkowski  
522 Hart Senate Office Building  
Washington, D.C. 20510-0203  
(202) 224-6665  
(202) 224-5301 – FAX

College Intern Coordinators session dates include May 30 – August 5, 2022.

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**Personal Information**

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Name (last, first, middle)

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Social Security Number

Date of Birth

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Place of Birth

Years lived in Alaska

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Street Address

Gender:

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City

State

Zip Code

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Mailing Address (If different)

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City

State

Zip Code

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Home phone (    )

Cell phone (    )

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Email

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Mother's Name

Work/cell phone (    )

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Father's Name

Work/cell phone (    )

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Emergency Contact (if different): \_\_\_\_\_

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**Education**

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College

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Address

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GPA

Graduation date

Extracurricular Activities

Honors or Awards

Special Skills

Post College Plans

**Employment History**

Please begin with most recent employer

1. Employer	Dates of employment
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Title/Duties

2. Employer	Dates of employment
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Title/Duties

**Recommendations**

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Please include TWO letters of recommendation. This can be submitted *with* the application, or faxed/emailed separately.

**References**

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Please list two references who have known you at least two years.

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**1. Reference**

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Work phone (            )

Home phone (            )

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Email

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Relationship

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**2. Reference**

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Work phone (            )

Home phone (            )

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Email

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Relationship

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## Essay Questions

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On an additional sheet of paper, please answer the following two essay questions. Each response should be limited to no more than 300 words.

**Why do you wish to serve as a College intern Coordinator in the Office of Senator Lisa Murkowski?**

In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this college internship? What do I think I can contribute to the Senator's office?

**What skills will you bring to the position that will assist you in serving as a student leader to the incoming high school interns?**

The information given above is complete and accurate to the best of my knowledge:

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Applicant's signature

Date

Applications must be received by 11:59p.m. (AKST) on March 13, 2022.  
Online or faxed applications are preferred.

Send completed applications to:

**U. S. Senator Lisa Murkowski  
Attn: Intern Director  
522 Hart Senate Office Building  
Washington, D.C. 20510-0203**

**(202) 224-5301 (fax) or by email at  
Angelina\_Burney@murkowski.senate.gov**

*Please Note: Mail security screenings have significantly slowed our mail delivery. **Applications received late will not be considered.***